



PROSPECTUS

Chiddingstone Nursery School CIO
Registered Charity No. 1184378
June 2022

CONTENTS

WELCOME	2
OUR AIMS	3
OUR VALUES	3
OUR STAFF	3
CHIDDINGSTONE MANAGEMENT COMMITTEE	4
CHILDREN	4
FIRST DAYS AND SETTLING IN	4
KEY PERSON	5
DAILY ROUTINE.....	5
SESSIONS	6
TIMETABLE.....	6
CURRICULUM BASED THEMED MORNING SESSIONS.....	7
NURSERY RULES	8
CURRICULUM.....	8
MILK AND MID-MORNING BREAK.....	11
NAPPY CHANGING	12
CHILDREN’S LEARNING JOURNEY	8
PARENT INVOLVEMENT	12
CHILD PROTECTION	13
WORKING IN PARTNERSHIP WITH OTHER PROFESSIONALS.....	13
LIAISON WITH THE LOCAL PRIMARY SCHOOL.....	13
ADMISSIONS	14
NURSERY HOURS	14
FUNDING AND FEES.....	14
UNIFORM	15
ILLNESS AND ACCIDENTS	16
MEDICINES	16
POLICIES	16
EQUALITY OF OPPORTUNITY/ADDITIONAL NEEDS.....	16
NURSERY PTA	17
LOCATION	17

WELCOME

Thank you for your interest and welcome to Chiddingstone Nursery School CIO.

Chiddingstone Nursery School CIO is a long-established pre-school, for children aged 2 years and above, based in a converted stable block within the grounds of Chiddingstone Castle. We are a non-profit making charity run by a Management Committee. Our fees are set to cover rent and staff wages only. The Nursery is Ofsted registered and receives regular inspections. Before our conversion to a Charitable Incorporated Organisation (“CIO”), we have previously been awarded three successive Outstanding Ofsted ratings.

Our small size means we can provide a safe, cosy and caring environment enabling children to learn, develop and grow.

At Chiddingstone Nursery School CIO we value every child as an individual. We are passionate about ensuring that the children remain at the heart of everything we do.

In order to provide children with the freedom to learn, we offer a range of activities including sand and water, messy activities (painting), construction, role play, imaginative play, gardening, computer area and book corner. Each session is carefully planned to be inviting and fun.

We aim to ensure that every child reaches their full potential in a warm, safe, nurturing and caring environment.

Children enjoy a secure cobbled play area where they can experience a variety of activities including gardening, sand and water play, mud kitchen and ride-on toys. This area is also used for curriculum-based learning. We have a small grassed garden to the front of the Nursery and access to the wonderful and unique grounds of the Castle.

Situated in the heart of Chiddingstone, we also have strong links with Chiddingstone Primary School and are regularly involved in village events.

We look forward to welcoming you and your child into the Nursery and will endeavour to work with you as a family to ensure your child is happy and enjoys their time with us.

Jill McCoy
Nursery Leader

OUR AIMS

At Chiddingstone Nursery School CIO we aim to:

- provide a happy, **safe** and caring environment for children aged two years old until school age;
- create an atmosphere in which children can blossom as individuals;
- promote equality and diversity;
- develop self-esteem and confidence;
- learn social skills by caring, sharing and respecting each other; and
- work in partnership with parent/carers to build strong relationships and support each family.



The Nursery hopes that you and your child enjoy being members of Chiddingstone Nursery School CIO and that you find taking part in our activities interesting and stimulating. The staff value sharing your ideas, views or any questions you may have as part of our Nursery ethos to work in partnership with parents.

OUR VALUES

At Chiddingstone Nursery School CIO we promote ‘British Values’ through our spiritual, moral, social and cultural education which infiltrates throughout the whole Early Years Foundation Stage curriculum. ‘British Values’ have been identified as Democracy, ensuring all children have ‘a voice’ to communicate. We demonstrate this by using words, objects, photographs, visual pictures, symbols, or body language.

OUR STAFF

The most important people as far as your child is concerned are the staff. Our staff are what make Chiddingstone Nursery School CIO truly unique and special and bring a wealth of experience as well as being dedicated; enthusiastic; caring people and work together as a team for the benefit of your child. The Nursery Leader holds a certificate in Early Years Leadership and Management and our Deputy holds a Degree in Early Years. All staff have an enhanced DBS check, child protection, paediatric first aid qualification and have also completed Food Safety in Catering. In addition, we have staff with training in Special Educational Needs and Makaton. We are committed to ongoing training and professional development to keep up to date and informed in the education and care of young children.

We aim to ensure that either the Nursery Leader or Deputy are present during each session, supported by the appropriate number of staff.

As part of our philosophy to support and nurture the children both developmentally and personally, staff wish to be called by “Miss/Mrs” and their surname. This helps to support children in their transition to “big school”.

CHIDDINGSTONE MANAGEMENT COMMITTEE

The Management Committee all volunteer their time to assist in providing the very best start for our pre-school children. Chiddingstone Nursery School CIO is a registered charity run by an elected Management Committee, who are responsible for:

- Managing the Nursery finances;
- Employing and managing the staff;
- Making sure that the Nursery has and works to policies which help it to provide a high quality service; and
- Making sure that the Nursery works in partnership with parents.

CHILDREN

The most important people at Chiddingstone Nursery School CIO are the children. There is a maximum of 20 children per session. This helps us to: -

1. Give time and attention to each child;
2. Talk with the children about their interests and activities;
3. Help children to experience and benefit from the activities we provide; and
4. Allow the children to explore and be adventurous in safety.

FIRST DAYS AND SETTLING IN

The staff at the Nursery understand the importance of all children feeling safe and emotionally secure. The staff support the forming of secure emotional attachments, enabling children to have a strong base from which to explore and learn. To make sure that this is the case, the staff will work with you to decide on how to help your child settle into the Nursery and what we can do to ease the transition.

We will invite you to bring your child to the Nursery, for a pre-arranged induction afternoon before they are due to start, to enable you and your child to become familiar with aspects of the daily routine and the layout of the Nursery. A short video of the nursery with staff sharing areas of learning inside and outside is also available for you to watch and talk about with your child prior to starting. During the first week we ask that you bring your child to Nursery at **10.00a.m.** to stagger arrivals and assist with settling.

KEY PERSON

Chiddingstone Nursery School CIO has a key person system. This means that each member of staff has a group of children for whom they are particularly responsible. Your child's key person will work with you to ensure the Nursery meets your child's particular needs and interests.

When your child first starts at Chiddingstone Nursery School CIO they will help your child to settle and then throughout their time in the Nursery, helping your child benefit from the activities available.

DAILY ROUTINE

Chiddingstone Nursery School CIO believes that care and education are equally important in the experience we offer children and put their wellbeing central to all we do.

The routines and activities that make up the Nursery session/day are provided in ways that:

1. Help each child feel that they are a valued member of the Nursery.
2. Ensure the safety of each child.
3. Help all the children to gain from the social experiences of being part of a group; and
4. Provide children in our care with opportunities to learn and help them value learning.

Each week we introduce a number and letter/sound within our environment and activities. Should the children wish to bring an object connected with the theme/letter sound or number from home, we encourage them to show and discuss it during a 'show and tell' session.

SESSIONS

Our sessions are organised so that the children can choose from, and work at, a range of activities and, in doing so, build up their ability to select and work through a task to its completion. The children also have opportunities to take part in adult-led small and large group activities which introduce them to new experiences and help them to gain new skills, as well as helping them to learn and work with others.

Outdoor activities contribute to children's health, their physical development and their knowledge of the world around them. The children have opportunities and are encouraged to take part in outdoor child chosen and adult-led activities, as well as those provided in the indoor Nursery, making the most of the Castle grounds and environment.

TIMETABLE

A typical session at the Nursery, is as follows: -

9.00 a.m. Children arrive to a warm welcome and are given the opportunity to share objects from home connected with the children's interest, the letter or the number of the week. The Nursery book library is available to all children who would like to take a book home to share with their family.

A selection of activities and equipment is provided for the children to play with. These may include; puzzles, play dough, pencils and paper, paints, construction toys, train sets, garage with cars, library, stories small world, sand, water, dressing up clothes and role play, animals the home corner and a craft table. The children are also given the opportunity to use the computer, tape recorder and to play outside. Activities range from child initiated to adult led to support children's individual development.



Children are given the opportunity to go outside daily where they play with a selection of bicycles, scooters, balls and hoops, sand and water.

9.30 a.m. Adult lead activity: - All children are encouraged to take part in a Singing Phonics activity before dividing into age appropriate groups for a short Letters and Sounds adult lead game.

10.00 a.m. Snack Time: - All the children are given the opportunity to enjoy their own personal snack from home in small groups whilst others continue to play. Milk, water and crackers are also available for the children in addition to their own snacks as they sit at a table where varied discussions take place.

11.45 a.m. Tidy-up time both inside and outside. We encourage all children to participate in this activity.

Circle time:- During this time the children reflect about the activities during the session and possible connections with the letter/sound and number of the week. A story, Nursery rhymes or songs also connected may be shared and enjoyed.

12.00 Noon Children collected from Nursery; children remain at Nursery for lunch and the afternoon session or children join for lunch and the afternoon.

Afternoons include additional child-initiated activities.

CURRICULUM BASED THEMED MORNING SESSIONS

Our curriculum based themed mornings (between 9.00 am and 12.00 pm) have been developed to appeal to all our children. The aim of each session is to learn, develop and build confidence in a fun way.

Muddy Monday's	To help develop a love of reading, listening and recall skills, the children first listen to and discuss a story before exploring the Castle grounds in search of things contained within the story. Returning to the Nursery, they work together to create scenes relating to the story.
Crafty and Tech Tuesday's	To explore different textures and materials as well as learn how colours can be changed, the children will use a variety of equipment, paints, crayons, junking, modelling clay or natural materials. To help develop fine motor skills the children can also design and create their very own masterpieces.
Woods Wednesday's	To broaden the children's understanding of the world around them, we explore the Castle grounds. The children are encouraged to talk and ask questions about what they have seen whether it be trees, plants or animals. This helps develop an understanding of their place in the natural world as well as teaching the children to show care and concern for all living things in our environment. Wednesday

	afternoons include a singing and instrument-based session run by a local company named Musical Bumps.
Thoughtful Thursday's	Children are supported in learning how to build relationships, become responsible, manage their moods, develop a 'feelings vocabulary', make good choices, solve problems, and feel that they and others belong. To enjoy creative discussions in ways that have a positive and lasting impact.
Fit Friday's	To develop spacial awareness and control over their own bodies and other objects (such as balls, hoops and beanbags), the children use a variety of equipment and play fun sports games. The sessions also help with physical development using free movement as well as learning the importance of good health and exercise.

NURSERY RULES

The children are supported to use 'please' and 'thank you' when talking with each other and staff and to respect and be considerate to others. The older children are encouraged to help and guide the younger children. The children are encouraged to discuss how to treat each other kindly and operate safely within the Nursery.

LEARNING JOURNALS AND THE EARLY YEARS FOUNDATION STAGE (EYFS)

Children's Learning Journey

The Nursery keeps a digital record (using Tapestry) of achievement for each child. Staff and parents working together on their children's record of achievement is one of the ways in which Nursery and parents work in partnership. Your child's key person will work with you to keep this record, collect information about your child's needs, activities, interests and achievements

Within the group all children are supported in developing their potential at their own pace. Our key worker system enables us to ensure a planned curriculum tailored to the needs of each individual child. For our children we follow the Early Years Foundation Stage framework.

By means of developmentally appropriate play activities and a high level of individual adult input, we offer an educational programme that leads to the six nationally approved Early Years Foundation Stage Goals and prepares children to progress with confidence.

Your child's Learning Journal celebrates his or her experiences. Over time it will tell a story about your child - his or her learning, friends, and the experiences he or she enjoys sharing with others. Staff watch and notice each child at play because it helps us to understand and support their individual wellbeing and development. We really get to know the children as unique people with special skills, interests and ideas. The more we understand about your special child, the better we can support them in the way that is right for them.



Your child's key person and family work together to build this Learning Journal as a record of your child's Early Years. We value parents and carers viewing the Learning Journal at home and sharing in their child's learning. All parent/carers are invited to look through, and contribute to, your child's Learning Journal on regular basis. We also encourage you to talk with your child about their Learning Journal and feel free to add in family photographs or other things of significance for your child.

At this age, so much happens so quickly and we would love to hear about events, activities or achievements which can be put into your child's Learning Journal! Feel free to add to Tapestry, write us a note, have a chat to a member of staff or bring in a photo, drawing or souvenir to share with us. When you tell us about your child a clearer picture unfolds and together we can plan more effectively to help your child's learning and development.

PLANNING IN THE MOMENT

Every child's Learning Journal will include the following:

Photographs - These capture moments and sequences of your child's experiences, their interests and explorations. You can add some of your own from home. Sometimes, we will write down exactly what your child says about the photographs, so we know your child's point of view. This is also an accurate record of language development. Pictures of important people and things from home will help your child to feel secure when making the link between home and their educational setting. Please feel free to add any photos to the Learning Journal. You could also write down the names of family members or friends pictured in the photos and we will then be able to talk with your child about things that are important to them.

Your child's creations - These could be photos of models, photos of their role-play, marks they have made, or art-making – with an observation to explain what your child did or said.

Learning stories or detailed observations - These detailed observations give snapshots of learning that your child has initiated themselves. Staff then think about what and how your child is learning, their development and how best to support them further.




Observations - These are quick notes of significant moments we notice in your child's learning.

Amongst all the notes and observations you may see reference to areas of the Early Years Curriculum known as Early Years Foundation Stage (EYFS) which supports children from birth to the end of their Reception year at school the government and early years professionals use the abbreviation EYFS. This is a very important stage as it helps your child get ready for school and it is a legal requirement.





A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
Every child is a competent learner from birth who can be resilient, capable, confident and self-assured.	Children learn to be strong and independent from a base of loving and secure relationships with parents and/or a key person.	The environment plays a key role in supporting and extending children's development and learning	Children develop and learn in different ways and at different rates and all areas of Learning and Development are equally important and inter-connected.

The curriculum is based around 4 main themes:

3 Prime Areas

Personal, Social and Emotional Development (PSED)	Communication and Language (C&L)	Physical Development (PD)
		

4 Specific Areas

Literacy (L)	Mathematics (M)	Understanding the World (UtW)	Expressive Arts and Design (EAD)
			

Alongside the seven areas of development there are also the Characteristics of Effective Learning which describe **how** your child learns best.

The 3 Characteristics of Effective Learning are:

- **Playing and Exploring** - Engagement - Finding out and exploring, playing with what they know and being willing to 'have a go'.
- **Active Learning** - Motivation - Being involved and concentrating, keep trying, enjoying achieving what they set out to do.
- **Creating and Thinking Critically** - Thinking - Having their own ideas, making links, choosing ways to do things.

Staff will refer to these areas of learning and characteristics when planning and preparing activities and also when assessing and observing your child. Adults will consider the Characteristics of Effective Learning within the observation, assessment and planning cycle of the EYFS.

CHILD CENTRED PLANNING IN THE MOMENT

Recognising Child's Interests – Child's Voice

Throughout each half term the Nursery has a general theme, which not only corresponds to the Early Years Foundation Stage goals, but is also of interest to the children and helps them to learn fundamental information.

We also have annual activities including the nativity, gym display, rhyme time, annual outings and visits.

MILK AND MID-MORNING BREAK

The Nursery makes snack and mealtimes a social time in which children and adults eat together. We encourage the children to eat healthy and nutritious food. Please let us know of any allergies your child may have.

Each child is entitled to free milk. If your child does not drink milk, water is provided. Parents are asked to provide a healthy snack from home in a named box (e.g. a piece of fruit/vegetable, crackers or cheese) for each session that your child attends. If your child has a birthday on or near a Nursery school day you are welcome to send in shop bought and sealed cakes or biscuits for your child to share with all the Nursery children at snack time. If required, allergy-free recipes are available.

NAPPY CHANGING

We accept children still wearing nappies or pull ups. When you feel the time is right for your child to be potty trained, Chiddingstone Nursery School CIO will work with you to ensure this stage is as easy as possible for your child. If your child is still in nappies or pull ups when they join us, we ask that you provide spare nappies, baby wipes, disposable nappy sacks and spare clothes for every session.

PARENTS INVOLVEMENT

We recognise parents are children's first educators. The aim of the Nursery is to work together with parents to have a positive impact on children's development and learning.

We will:

- Ensure that parents are informed about their child's progress
- Involve parents in shared record-keeping about their own child, either formally or informally
- Ensure that all parents are fully informed about meetings, conferences, workshops and training
- Welcome the contributions of parents
- Make known to parents the systems for registering queries, complaints or suggestions
- Provide opportunities for parents to learn about the Nursery curriculum and about young children's learning in Nursery and at home

Our Nursery aims to support parents and they are welcome and encouraged to:

- Work with staff through shared observations and record-keeping
- Assist in fundraising through the PTA (to ensure that our resources are kept fully up-to-date)
- We welcome all adult family members onto our Management Committee

without whom the Nursery would be unable to operate. This allows parents and carers to be involved in the decision-making processes that help to shape their children's nursery education.



An invitation is sent every term to each parent to join your child and take part in their fun during a "Stay and Play" session giving you an opportunity to share in their learning and your own interests and skills with your child. Parents are also invited in for consultations with their key person for Settling In and baseline assessments, Two Year Check, All About Me and Transition meetings. In addition, the Nursery holds an annual open morning to enable working families to share in the Nursery environment.

CHILD PROTECTION

Chiddingstone Nursery School CIO takes its responsibility to promote the welfare and safeguarding of all the children and young people entrusted to our care very seriously. All staff have a statutory duty to report any concerns they have about a child, without discussing with parents in some instances.

If your child is to be collected by someone unknown to the Nursery, please inform a member of staff when leaving your child in the morning and leave written permission and contact numbers or, if this is not possible, by telephoning the Nursery, during the course of the morning or sending an email. In order to keep the children safe, the Nursery operates a code system for collection of children by unfamiliar adults. If your child is absent, parent/carers must inform the Nursery, if the Nursery is unaware of the reason for absence, we will contact home. We request that holiday forms need to be completed prior to a planned holiday or morning of absence. The Designated Person for Safeguarding is Mrs McCoy.

WORKING IN PARTNERSHIP WITH OTHER PROFESSIONALS

The Nursery will work in partnership with other professionals (for example Health Visitors or Speech & Language Therapists). Your child's Personal Child Health Record (Red Book) is an important tool to share information with all health and education professionals involved with your child. The Nursery, as part of the Integrated Review at Two Process and to develop the Nurseries working relationship with the Health Visiting Service, requires parents to share their child's Personal Child Health Record (Red Book) with us. The Nursery will always request consent from parents before contacting other professionals involved with your child.

If your child attends more than one early year's setting, to ensure we provide children with the best learning opportunities, the Nursery will work in collaboration through partnership working. This ensures the Nursery can meet and progress each individual child's care and development and their wellbeing is maintained through transitions between settings.

LIAISON WITH THE LOCAL PRIMARY SCHOOL

There is a strong link between Chiddingstone Nursery School CIO and Chiddingstone Primary School. Children are invited on regular occasions to join activities and celebrations. In turn, we invite the reception class to visit at regular intervals. The reception class teacher regularly liaises with the Nursery school staff. Please note admission to Chiddingstone Primary School is governed by their admissions criteria and is set out in their Prospectus. Chiddingstone Nursery School CIO is fully independent of Chiddingstone Primary

School and attendance at the Nursery does not influence or secure/guarantee a place for a child at Chiddingstone Primary School.

ADMISSIONS

Children residing within the civil parish boundary are given priority on our waiting list. We also give preference to children already over the age of two and a half years, if places are available. Child/staff ratios will influence places available for children under three years of age.

If you wish to place your child on our waiting list, please complete and return the Application Form at the back of this Prospectus together with a non-refundable £40 administration fee. Please note, whilst we try to accommodate all requests, you are not guaranteed an offer of sessions initially requested but will receive an offer of a place(s) on any available sessions. Under no circumstances will refunds be offered if we are unable to accommodate your requests.

The trustees will consider, on a case by case basis, a partial refund of the administration fee if no place is offered within a year due to Government restrictions resulting in the Nursery having to close or operate on reduced numbers/hours. If your child/ren are eligible for government funding when they commence at the Nursery, the administration fee will be refunded by way of deduction from your first invoice.

In our experience children settle much better and benefit from our routines and curriculum if they attend a minimum of 2 sessions a week.

NURSERY HOURS

The Nursery is open for 38 weeks each year during school term time only. Our hours are Monday – Thursday from 9.00 am to 3.00pm and Friday from 9.00 am until 12.00 pm. We close on all public bank holidays.

FUNDING AND FEES

Funding

Free Early Education for three and four year olds provides funding for 15 hours a week from the term (not half term) after your child's 3rd birthday. The 15 hours can be claimed entirely at Chiddingstone Nursery School CIO or you can split the funded hours between two settings. If your child is eligible for Free Early Education funding the Nursery Finance Officer will access this directly. You will be required to complete a parental declaration form stating how many sessions per week you intend to claim at Chiddingstone Nursery

School CIO and provide a copy of your child's birth certificate or passport as date of birth evidence. A terms notice is required in advance of changes to sessions. Free Early Education funding cannot be accessed or altered mid-academic terms.

The Free Early Education funding may be used in 2.5 hour blocks (6 sessions) at Chiddingstone Nursery School CIO, leaving 30 minutes per session (morning or afternoon) as chargeable at a rate of £7.50 per session, or £15 a day for those attending a full day.



The Nursery does not participate in the Government 30 hours free funding initiative. Therefore, children are not eligible to claim Government funding under this scheme at Chiddingstone Nursery School CIO.

The Nursery is also registered to offer Free for Two (“FF2”) places. There will be a very limited number of spaces available for Free Early Education funded hours in blocks of 3 hours to those in receipt of FF2 Funding or Pupil Premium. Full details of these schemes and their eligibility criteria can be provided by the Nursery and are available to view in our Pricing Policy.

FF2 applications need to be made by parents/carers on the KCC FF2 Parent Portal - [Free childcare - Kent County Council](#) prior to commencement at the Nursery.

Fees

The fee of **£19.50** will be charged per session (£39.00 for a full day (two sessions)) for children not yet eligible for Free Early Education funding or in receipt of Free Early Education funding but attend more than 15 hours (6 sessions) a week. **For those in receipt of Free Early Education funding, a charge of £7.50 applies to the unfunded 30 minutes per session (£15 for a full day).** Funding and charges for Nursery places is dependent upon government support and therefore is subject to change.

UNIFORM

Chiddingstone Nursery School CIO sweatshirt and polo-shirt can be purchased through the My Clothing website (www.myclothing.com) or Horncastles in Sevenoaks. Full details of how to purchase this are contained within the Welcome Pack provided at the induction session, ahead of your child commencing at the Nursery. Please ensure that all your child's clothes are clearly marked. It is very easy for a child to mistake their jumper/polo-shirt for someone else's. The children will also require a Nursery book bag which can be purchased from the Nursery. You are welcome to use the aprons provided or provide your own apron.

The Nursery encourages children to gain skills which help them to be independent and look after themselves. This includes taking themselves to the toilet, taking off and putting on outdoor clothes clothing which is easy for them to manage and staff will help them do this. We have outside play every day for which all children need to be provided with appropriate footwear, clothing, hats and sunscreens.

ILLNESS AND ACCIDENTS

If your child is unwell, please keep them at home and inform the Nursery. Children find it hard to function socially if they are feeling unwell. A period of 48 hours is required after a sickness/diarrhoea and a few days at home to recover is the best medicine. If your child has head lice or worms, please deal with them accordingly and let the Nursery know so that we can advise other parents.

Please ensure that we have up to date contact telephone numbers for home, work and mobile, plus a contact number of a close friend or relative, in case you are unavailable at any time.

MEDICINES

If prescribed medication is to be administered by the staff, **we must receive written consent and instructions before any medication can be given.** Please speak to the Nursery Leader if this presents a problem. We are unable to administer non-prescribed medicines.

POLICIES

Nursery policies and procedures are listed with the Welcome Pack and are available in the entrance hall. The Chiddingstone Nursery School CIO policies help us to make sure that the service provided by the Nursery is a high quality one and that being a member of the Nursery is an enjoyable and beneficial experience for each child and their parents.

EQUALITY OF OPPORTUNITY/ADDITIONAL NEEDS

Every child is important and respected as an individual and have equal access to all learning and play opportunities provided by the Nursery. Chiddingstone Nursery School CIO takes account of any additional or specific requirements a child may have and works with parents to ensure that the Nursery is able to meet these. Our Special Educational Needs Coordinator and designated staff member responsible for SENCO is Mrs Downing. We also have a Deputy SENCO, Miss Wells.

NURSERY PTA

We have a thriving and busy PTA, which is a great support to the Nursery. The PTA arranges coffee mornings to welcome adults new to Chiddingstone Nursery School CIO. This is an excellent way for new parents/carers to meet in a relaxed atmosphere. They also provide refreshments for the Nativity Play, Easter Concert and Gym Display. Through various fundraising events the PTA is able to pay for the annual subscription fees for Parentmail and Musical Bumps. In previous years the PTA have also been able to purchase some ICT equipment, summer house and outdoor play equipment which is very much appreciated. Our designated staff member responsible for Parent Liaison is Mrs McCoy.

LOCATION

The Nursery is located in a stable block within the grounds of Chiddingstone Castle. Chiddingstone Castle is clearly signposted from the B2027 heading towards Chiddingstone village.

If you wish your child to be placed on the Nursery waiting list, please complete the enclosed Application Form and return it to the Nursery together with a £40 non-refundable registration fee.

The Nursery operates an open-door policy and therefore welcomes visits from prospective parents. For further information or to organise a visit please contact: -

**Chiddingstone Nursery School CIO
Chiddingstone Castle
Hill Hoath Road
Chiddingstone
Edenbridge
TN8 7AD**

Telephone: 01892 871315

E-mail: chiddnursery@btconnect.com; or

Website address: <http://chiddingstonenursery.co.uk>

Please also follow the Nursery on Facebook

<https://www.facebook.com/Chiddingstone-Nursery-School-253586788163345>

Chiddingstone Nursery School CIO

Chiddingstone Castle
Hill Hoath Road
Chiddingstone
Kent
TN8 7AD
Tel: 01892 871315
Email: chiddnursery@btconnect.com



APPLICATION FORM

Child's Full Name:				
Date of Birth:				
Name of Parents/Guardians:				
Address				
Postcode:				
Contact Telephone Numbers:	(H)			
	(M)			
E-mail address:				
When would you like your child to start?	<input type="checkbox"/> As soon as possible <input type="checkbox"/> From (please give date)			
Please indicate which sessions you would like your child to attend?	Monday am	<input type="checkbox"/>	Monday pm	<input type="checkbox"/>
	Tuesday am	<input type="checkbox"/>	Tuesday pm	<input type="checkbox"/>
	Wednesday am	<input type="checkbox"/>	Wednesday pm	<input type="checkbox"/>
	Thursday am	<input type="checkbox"/>	Thursday pm	<input type="checkbox"/>
	Friday am	<input type="checkbox"/>		
Signed:	Print Name:			
Date:				

To secure a place on our waiting list, we require a non-refundable £40 administration fee per child (deductible from your first invoice if your child/ren is eligible for Government Funding on commencement at the Nursery). This does not guarantee you an offer of sessions initially requested. Please return the completed Application Form, together with £40 administration fee, to the Nursery Leader at the above address.

Please make cheques payable to "CHIDDINGSTONE NURSERY SCHOOL CIO" or BACS to:
Account No. 42115418, Sort Code: 52-41-12 with reference AdFee/[Surname of child].

We will confirm we have added your child to our waiting list by e-mail once we have received both the completed Application Form and administration fee.

All of the information collected in this form is necessary and relevant to an offer of a place at the Nursery. We will use the information provided to add your details to our waiting list only. We rely on the lawful basis of legitimate interest to process the information provided by you in this form. For further information, please see our [Privacy Notice](#).